

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SCHOOL BUSINESS MANAGER**

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Jurisdictional Class: **Competitive**

Date Adopted: **Oct. 4, 1996**

Date Revised:

Jurisdictions: **Schools**

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**DISTINGUISHING FEATURES OF THE CLASS:** A School Business Manager is responsible for directing, coordinating and performing a variety of business functions and account keeping activities in a school district. The incumbent is also responsible for overseeing the building and grounds maintenance and custodial activities. Work is performed under the general supervision of the Superintendent of Schools in accordance with pertinent laws and school district policies, with leeway allowed for the exercise of independent judgment in carrying out the work. Supervision is exercised over the work of business office and other assigned staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Establishes accounting records and procedures to conform to district policy and state and federal requirements;

Supervises business office staff engaged in bookkeeping, payroll, cost analysis and inventory of school property;

Reviews and consolidates budget requests and revenue sources to prepare and develop the budget document;

Prepares studies of financial transactions to provide cost analysis reports for the Board of Education;

Prepares and transmits periodic and special financial and statistical reports to federal and state authorities and as required by the Board or Superintendent;

Oversees through supervisory staff, district building and grounds maintenance and custodial programs;

Prepares long and short term financial plans for use by the Board;

Develops periodic cash flow statements to aid in determining cash available for investment an/or borrowing needs and payment of bills;

Establishes purchasing procedures for bidding and state contracts; and

Prepares purchase bids and specifications as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern business administration procedures and principles;

Good knowledge of accounting methods and budgetary procedures;

Good knowledge of the techniques of monitoring the expenditure of funds;

Good knowledge of purchasing practices;

Ability to plan and supervise the work of others;

Ability to prepare financial reports and statements; and

Ability to solve fairly complex administrative and financial problems.

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### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, or business administration, and one (1) year of business management experience which included accounting and budgeting duties; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree in accounting, business administration or closely related field and three (3) years of business management experience which included accounting and budgeting duties; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) through (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.